



APPLICATION FOR APPOINTMENT

Important note for applicants

Thank you for applying for this position with our school.

1. Please fully complete the attached form personally (both pages). Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a *curriculum vitae* (CV) and covering letter containing any additional information. You will need to provide the name and contact details of three referees. If you include written references, please note that we may contact the writers of the references.
3. Verified copies only of qualifications certificates should be attached.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
 - You did not serve a custodial sentence at any time (this would include serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - You have paid any fine or costs.
8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement.

OFFICE USE ONLY:

This page must be retain on file as part of the application; it must not be removed or destroyed.



TEACHER APPLICATION FORM

CONFIDENTIAL TO THE PRINCIPAL & CAMBRIDGE HIGH SCHOOL BOARD OF TRUSTEES ONLY

Position applied for: _____
as advertised in the Education Gazette on: ____/____/____

Personal Details:

Surname - Mr/Mrs/Ms _____ Previous Surname (if used in teaching) _____
First names: _____ Date of birth: ____/____/____
Postal Address: _____ Phone number: _____
Email: _____ MOE No: _____

Registration:
Do you hold a current Practising Teacher's Certificate? YES/NO/Applied for on: ____/____/____
Registration No: _____ Expiry Date: _____ Category: _____

Academic Qualifications:

Degrees, diplomas etc.	Year completed	Subjects/Papers Passed & Levels

Other Qualifications: _____

Teaching Employment Record

School	Full/Part time	Permanent/Relief	From:	To:

Teaching Subjects

Subjects Taught in last 3 Years	Highest Level Taught	Other subjects willing to teach and level



School Activities: Please state the co-curricular activities in which you are prepared to be involved. Where applicable, give past involvement.

Particular Strengths & Interests or a Personal Statement (use a separate sheet if required).

Health/Medical Issues
 Are there any Health/Medical issues of which the Board should be aware? YES/NO
 Please state further information if necessary _____

Appointment to Senior Positions Only
 Applicants for HOF, AP, DP and Principal may nominate up to three referees below. **IT IS THE RESPONSIBILITY OF THE APPLICANT** to supply a Referee's Form to each of the referees and to ensure that the completed forms are returned to this school by the closing date for applications.

1.	2.	3.

1. Have you ever been found guilty of a criminal offence (apart from minor traffic convictions or those disregarded under the Criminal Records Clean Slate Act 2004?)	YES/NO
2. Have you ever been dismissed from a teaching position?	YES/NO
3. Have you ever had registration or classification as a teacher cancelled in any country?	YES/NO
Declarations: Note: If you answer YES to questions 1, 2, & 3 you must provide further information on a separate sheet.	
4. Do you consent, under the Privacy Act, to the school contacting any referees who have been nominated, in relation to this job?	YES/NO
5. Do you consent to a disclosure of information from the Licensing & Vetting Service of N Z Police?	YES/NO
6. Do you consent to our contacting any of your previous employers and/or professional colleagues in addition to the named referees or any other person deemed appropriate?	YES/NO
I....., do solemnly and sincerely declare that to the best of my knowledge and belief, all the information above is entirely true and correct.	
_____ : SIGNATURE	

Completed application forms are to be forwarded to:
 The Principal
 Cambridge High School
 Private Bag 882, CAMBRIDGE 3450

Phone: 07 827 5415
 Fax: 07 827 5598
 email: st@camhigh.school.nz